

Policies, Notices, & Instructions Minnesota Trial Court Public Access (MPA) Courthouse View

For Use with MPA Government Access

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POLICIES & NOTICES

Important! Please Read!

- UNOFFICIAL RECORDS. The information available on MPA Courthouse is provided as a service and is not considered an official court record. The Minnesota Judicial Branch does not certify MPA Courthouse records or search results, and is not responsible for any errors or omissions in the data found on MPA Courthouse. Certified civil judgment search results may be obtained from court administration.
- CASE RECORDS AVAILABLE ON INTERNET. Case records are only displayed for Minnesota District (Trial) Courts that have converted to the new MNCIS statewide case management system (click here to see all "green" counties that have converted). In addition to the electronic records provided through this service, Minnesota District (Trial) case records are also available on the Internet free of charge through the "MPA Remote View": http://www.mncourts.gov/caserecords. However, NOT ALL case records provided through this service are available on the Internet. For privacy reasons, the "remote access" restrictions of the Minnesota Rules of Public Access to Records of the Judicial Branch limit the availability of case records on the Internet. For example, party address and name searches on criminal pre-conviction case records are publicly accessible and available here through MPA Courthouse, but not online through MPA Remote. If you decide to search for case records on the Internet, please read the online Policies, Notices, & Instructions for important details, available at: http://www.mncourts.gov/caserecords.
- MPA COURTHOUSE SHOULD NOT BE USED FOR BACKGROUND CHECKS. Background checks should be conducted through the BCA Computerized Criminal History (CCH) system, which you can access at 1430 Maryland Avenue East in St. Paul or call 651-793-2400 for information. The BCA's CCH system links prior criminal history through fingerprints to verify the identification of the individual. MPA Courthouse cannot provide this level of verification.
- CAUTION: NAME SEARCHES CAN BE UNRELIABLE. Use caution in evaluating MPA Courthouse data, because the person for whom you have searched could have the same name, birth date, or other identifiers as another individual. Even if you believe your search has returned the correct match, and the information appears to be about the person for whom you have searched, remember that:
 - two or more people can have the same name and birth date; and
 - criminal offenders frequently use aliases, including the names of others.
- YOU ARE RESPONSIBLE for understanding the meaning of the case record information that you view through MPA Courthouse and for the appropriate and lawful use of such information. If you have any questions regarding the meaning of case information on MPA Courthouse, please ask the court clerk of the corresponding district court. You are also responsible for determining whether any case record information previously obtained from MPA Courthouse is still accurate, current, and complete.
- If you see any ERRORS on MPA, please notify the court clerk of the corresponding district court.
- HOURS OF OPERATION. Core hours of operation are from 7:00 A.M. to 5:30 P.M. Monday through Friday, excluding holidays. The system is also available from 5:30 P.M. to 7:00 A.M. Monday through Friday, holidays, and weekends except during scheduled or emergency maintenance.

- IMPORTANT NOTICE ABOUT JUDGMENT CREDITOR DISPLAY ERRORS IN JUDGMENT SEARCHES CONDUCTED PRIOR TO 08/08/2007. THIS ERROR CAUSED SOME CREDITOR NAMES TO DISPLAY INCORRECTLY IN JUDGMENT SEARCH RESULTS. If you used the "Judgments Search" screen of this site to conduct a search for a person, please be advised that the creditor name may have been incorrect. We are unable to determine when this problem started. Any questions about search results from MPA should be verified via the register of actions or the Court Administrator (see also UNOFFICIAL RECORDS, above). We regret any inconvenience this error may have caused. This error only applies to MPA Courthouse View.
- IMPORTANT NOTICE ABOUT JUDGMENT SEARCH ERRORS CONDUCTED FROM 06/15/2007 TO 08/08/2007. THIS ERROR MAY HAVE CAUSED INACTIVE AND SATISFIED JUDGMENTS TO NOT BE RETURNED IN SEARCH RESULTS. If you used the "Judgments Search" screen of this site to conduct a search for inactive or satisfied judgments during this period, please be advised that your search may have resulted in "no matches returned" or missing judgments when, indeed, the individual or business may have had inactive or satisfied judgments of record. This issue affects only the MNCIS Public Access (MPA) system and does not affect searches conducted by and/or certified to by court staff because court staff perform searches through a software application (Odyssey Assistant) that was not affected. Any questions about search results from MPA should be verified via the register of actions or the Court Administrator (see also UNOFFICIAL RECORDS, above). We regret any inconvenience this error may have caused. This error only applies to MPA Courthouse View.
- IMPORTANT NOTICE ABOUT JUDGMENT SEARCHES CONDUCTED BETWEEN 02/01/2005 AND 08/04/2006. If you used the "Judgments Search" screen of this site to conduct a judgment search between 02/01/2005 and 08/04/2006, please be advised that, depending on how the search was conducted, a software defect may have prevented complete results from being returned.

Searches Using Individual Names, Conducted Between 02/01/2005 and 08/04/2006. If you used the Judgments Search screen to conduct a search during this period using an individual name, a software defect may have prevented complete results from being returned. For example, if you conducted a search for "John M. Smith," and some time after entry and docketing of the judgment there was another case (civil, criminal, etc.) filed in any MNCIS county anywhere in the state and staff determined the other case was associated with this individual and the current party name was updated, e.g., from John M. Smith to John Michael Smith, then it is possible that the search results would not have included the previous judgment.

<u>Searches Using Business Names, Conducted Between 03/15/2005 and 05/11/2005.</u> If you used the Judgments Search screen to conduct a search during this period using the "business" category and a business name, a software defect may have prevented complete results from being returned. For example, if you conducted a search using the "business" category and typed in the name "Smithtown, Inc.," and there was a money judgment against Smithtown, Inc., the search results would have indicated that no records were found.

It is important to note that these errors affected only certain Judgment Searches conducted using the MPA Courthouse View. They did not affect the party or case searches under the Civil, Family and Probate Records screen on MPA. They also did not affect Judgment Searches conducted by and certified to in writing by court staff, because court staff conduct their searches through an application that was not affected. We regret any error that this inconvenience may have caused.

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INSTRUCTIONS FOR CASE INQUIRY

Background on MPA Courthouse

MPA Courthouse is a public-view version of the Minnesota Court Information System (MNCIS), the computerized case management system used by Minnesota District Courts to track and manage cases. MPA Courthouse contains replicated public case data from MNCIS. Upon inquiry, MPA Courthouse displays public case information for Criminal Case Records; Civil, Family & Probate Case Records; Judgments searches; and Court Calendar searches. Case search results display the Register of Actions, which may include some or all of the following information: party identification, documents filed, hearings, dispositions, and sentences, fines, and fee information. It does not provide access to non-publically accessible case records, as defined by the Minnesota Rules of Public Access to Records of the Judicial Branch.

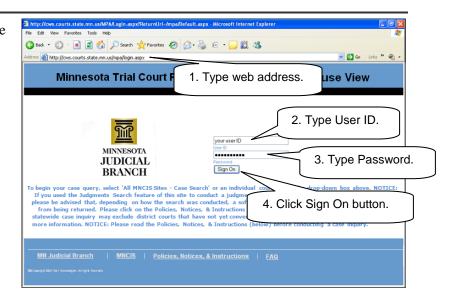
Opening MPA Courthouse

Open a web browser and type in the following web address:
 http://cws.courts.state.mn.us/mpa.
 Press Enter or click Go. The login screen appears.

OR

Access MPA Courthouse through the MNCIS Government Access Resource Center web page. The login screen appears.

- Type your assigned User ID and Password.
 - User ID **is not** case sensitive
 - Password **is** case sensitive
- 3. Press **Enter** or click **Sign On**.



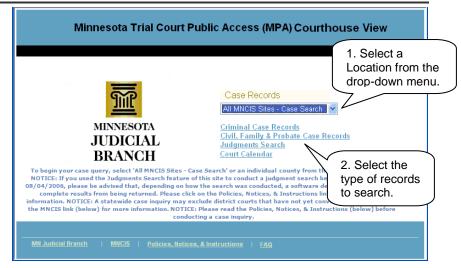
Selecting Location and Type of Search

1. On the Case Records search menu screen (shown at right), from the drop-down menu, select an available **location*** in which you wish to search.

OR

Select the location of "All MNCIS Sites - Case Search" to perform a single search against all locations available in the drop-down menu.

* Some locations in the dropdown menu represent an entire county, while other locations



in the drop-down menu represent a single physical location or department within a county. For

example, the location of "Benton" represents the entire county of Benton, while the location of "St. Louis-Hibbing" represents the physical location of Hibbing within St. Louis County, or the location of "Hennepin Civil" represents the Civil Department only of Hennepin County. If you wish to perform your search within a multi-physical location or multi-department county, you have the option to pick each physical location or department individually, or select the option that includes the county name followed by "- Case Search" to perform your search against all physical locations or departments within that county. See the examples below.

EXAMPLES of Location Searches	Search Results
Benton	Represents the entire county of Benton
St. Louis-Hibbing	Represents the physical location of Hibbing within St. Louis County
Hennepin Civil	Represents the Civil Department only of Hennepin County
St. Louis - Case Search	Represents the physical locations of Duluth, Hibbing, and Virginia within St. Louis County

Important Notes:

- To check the current status of MNCIS and to see a list of counties on MNCIS to date, please refer to the MNCIS Implementation Progress web page: http://www.mncourts.gov/?page=1684.
- The drop-down menu (explained above) contains a list of all the current counties on MNCIS (either entire counties or single physical locations or departments within a county). Remember that you are performing a search against just these current MNCIS counties and not against all counties statewide.
- 2. Click the respective hyperlink of the records for which you would like to search. The four optional inquiry hyperlinks will return case data as described below.
 - Criminal Case Records: Searches all publicly-accessible criminal records by case number, defendant name, or attorney name.
 - Civil, Family & Probate Case Records: Searches all publicly-accessible civil, family, and probate records for an individual or business by party name, case number, or attorney name.
 - Judgments Search: Searches all civil judgments by individual or business name.
 - Court Calendar: Searches all publicly-accessible civil and criminal court calendars by party or business name, case number, judicial officer, or attorney name, as applicable.

Searching

Required fields are shown in red and have a plus sign (+) next to them. All other fields are considered optional.

Tips for a Search

- Searching Tips
- Navigation Tips

Perform a Search

- Criminal Case Records Searches
- Civil, Family & Probate Case Records Searches
- Judgments Searches
- Court Calendar Searches

Tips for a Search

Searching Tips

Wildcard Searches: You may perform wildcard searches using an asterisk (*) in the Last, First, or Middle Name fields in both defendant/party name, attorney name, and business name searches. Please note that the use of the wildcard requires three characters at a minimum for last names or business names (see examples at right).

The MPA search engine looks for records that exactly match the information that you enter into the fields. If you are unsure of punctuation (e.g., apostrophe or hyphenated names) or spelling of full names, using a wildcard asterisk will return more variations of the search criteria entered.

Examples

You have the entire last name, but only the first letter of the first name. Enter the last name and type an asterisk after the first letter of the first name to search all records with a last name of "Example" that have a first name starting with the letter "J."



You are unsure of the spelling of the last name. Enter the first name and as much as you know to be correct of the last name. Place an asterisk after the last name to represent the portion of which you are unsure. This will search all records with a last name starting with "Exa" and a first name of "Jason."



You are unsure of the spelling of the business name. Enter as much as you know to be correct of the business name. Place an asterisk after the last name to represent the portion of which you are unsure. This will search all records with a business name starting with "Exa".



Soundex Searches: Soundex is a feature that identifies names that, although spelled differently, sound similar when spoken. For example, if when using soundex you entered the last name of "Smith", MPA would also return "Smyth" because the two names sound alike when spoken. Use soundex when you are unsure of the spelling, but know the names start with the same letter. By default, the "Use Soundex" search option is selected. To disable this feature, deselect this option.

When using soundex, keep the following in mind:

- In order for the "Use Soundex" feature to work, the names must start with the same letter. For example, this feature will not work with names like "Carl" and "Karl", or "Jean" and "Gene".
- The "Use Soundex" feature requires the entry of a minimum of three letters. It will not return accurate results when only the first letter of the name is known

Note: Current soundex technology works well with the English pronunciation of names, but not with foreign pronunciation or cultural differences between names (such as silent letters). Use care when using soundex to search for non-English names.



Names Are Not Case Sensitive: You may enter last, All uppercase: first, and middle names in uppercase, lowercase, or a Party: Name Dusiness combination of both (upper-lower). The search will + Last Name + First Name Middle Name return the same results, regardless of case. EXAMPLE JASON Upper-Lower: Party: Name O Business + First Name Middle Name Example Jason

Navigation Tips	
Tab Key	Move forward through fields.
Shift + Tab Keys	Move backward through fields.
Arrow Keys	Use to move through drop-down menus or radio buttons.
Enter Key	After entering search criteria, use as an alternative to clicking the Search button.
Backspace Key	Use to go to a previous page.

Perform a Search

Complete the necessary fields with your search criteria (see the tables below for further instruction).

- Criminal Case Records Searches
- Civil, Family & Probate Case Records Searches
- Judgments Searches
- Court Calendar Searches

Criminal Case Records Searches	Examples
 To search by Case Number (default): From the Search By drop-down menu, select Case. Select the Number radio button (default). In the Case Number field, type the complete case number, omitting the dashes. Click Search or press Enter. 	Case: Number Cross Ref Number + Case Number 10F002012345
 To search by Case Cross Ref Number: From the Search By drop-down menu, select Case. Select the Cross Ref Number radio button. In the Cross Reference Number field, type the complete case number, omitting the dashes. Click Search or press Enter. 	Case: ○ Number ● Cross Ref Number + Cross Reference Number 10C002123456

To search by Defendant/Party Name: Name Other Agency Number Party: + Last Name + First Name Middle Name From the Search By drop-down menu, select Example John James Defendant. Select the **Name** radio button (default). Date of Birth 09/24/1974 Type in the required information. Last and First (e.g. 11/12/1955) Name fields are required. Middle Name and Date of Birth (mm/dd/yyyy) fields are optional. Click Search or press Enter. To search by Defendant/Party Other Agency Party: Name Other Agency Number From the Search By drop-down menu, select + Other Agency Number 123456 Defendant. 2. Select the Other Agency Number radio button. Date of Birth: (e.g. 11/12/1955) In the Other Agency Number field, type the number. The Date of Birth (mm/dd/yyyy) field is optional. 4. Click Search or press Enter. To search by Attorney Information (by Name): Attorney Information: Name Bar Number 1. From the Search By drop-down menu, select + Last Name + First Name Middle Name Attornev. Law James Theodore Select the Name radio button (default). Type in the required information. Last and First Name fields are required. The Middle Name field is optional. 4. Click Search or press Enter. To search by Attorney Information (by Bar Number): Attorney Information: Name Bar Number + Bar Number 1. From the Search By drop-down menu, select 1234567 Attorney. Select the Bar Number radio button. In the Bar Number field, type the attorney's bar number, omitting the leading zeros. Click Search or press Enter. To use Optional Case Fields for Searching: Case Status: Two optional case fields exist to help narrow your On or After On or Before search. It is a good idea to enter this information when it Date Filed: 01/01/1999 01/01/2000 and is known, and/or if you are searching for a defendant (e.a. 11/12/1955) with a very common name, and/or an attorney who is associated with a large number of cases. For Example: If you know the case was filed sometime in 1999, enter "01/01/1999" into the On or After field, and Case Status: If you know you are searching for an "01/01/2000" into the On or Before field. This will limit the open or closed case, select the appropriate radio search to only those cases filed in 1999. button. If unknown, select All (default). Date Filed: If you know when (or approximately when) the case was filed, use the On or After and

On or Before fields to narrow your search.

Civil, Family & Probate Case Records Searches	Examples
 To search by Case Number (default): From the Search By drop-down menu, select Case. Select the Number radio button. In the Case Number field, type the complete case number, omitting the dashes. Click Search or press Enter. 	Case:
 To search by Case Cross Ref Number: From the Search By drop-down menu, select Case. Select the Cross Ref Number radio button. In the Cross Reference Number field, type the complete case number. You may omit the dashes. Click Search or press Enter. 	Case: O Number O Cross Ref Number + Cross Reference Number 10C002123456
 From the Search By drop-down menu, select Party. Select the Name radio button (default). Type in the required information. Last and First Name fields are required. The Middle Name field is optional. Click Search or press Enter. 	Party: O Name O Business O Other Agency Number + Last Name + First Name Middle Name Example John James
 To search by Party Business Name: From the Search By drop-down menu, select Party. Select the Business radio button. In the Business Name field, type the entire business name or use the wildcard search as described on Page 5. Click Search or press Enter. To search by Party Other Agency Number: From the Search By drop-down menu, select Party. Select the Other Agency Number radio button. 	Party: Name Business Other Agency Number + Business Name Jim's Roofing Party: Name Business Other Agency Number Other Agency Number 123456
 In the Other Agency Number field, type the number. Click Search or press Enter. To search by Attorney Information (by Name): From the Search By drop-down menu, select Attorney. Select the Name radio button (default). Type in the required information. Last and First 	Attorney Information:
Name fields are required. The Middle Name field is optional. 4. Click Search or press Enter. To search by Attorney Information (by Bar Number): 1. From the Search By drop-down menu, select Attorney. 2. Select the Bar Number radio button. 3. In the Bar Number field, type the attorney's bar	Attorney Information: O Name O Bar Number + Bar Number 1234567
number, omitting the leading zeros. 4. Click Search or press Enter .	

To use Optional Case Fields for Searching:

Two optional case fields exist to help narrow your search. It is a good idea to enter this information when it is known, and/or if you are searching for a party/defendant with a very common name, and/or an attorney who is associated with a large number of cases.

- Case Status: If you know you are searching for an open or closed case, select the appropriate radio button. If unknown, select All (default).
- Date Filed: If you know when (or approximately when) the case was filed, use the On or After and On or Before fields to narrow your search.



For Example: If you know the case was filed sometime in 1999, enter "01/01/1999" into the On or After field, and "01/01/2000" into the On or Before field. This will limit the search to only those cases filed in 1999.

Judgments Searches Examples To search by Party Name: 1. Select the **Name** radio button (default). Party: Name ○ Business + Last Name + First Name Middle Name Type in the required information. Last and First Example John Name fields are required. The Middle Name field is ✓ Include Inactive and Satisfied Judgments optional. 3. Optional: To include inactive and satisfied judgments in your search results, select the checkbox for Include Inactive and Satisfied **Include Inactive and Satisfied Judgments:** Select Judgments. this option to include inactive and satisfied judgments 4. Click Search or press Enter. in your search results. The default is to include only active judgments. To search by Party Business Name: 1. Select the **Business** radio button. Party: O Name O Business + Business Name 2. In the Business Name field, type the entire business Jim's Roofing name or use the wildcard search as described on Include Inactive and Satisfied Judgments Page 5. 3. Optional: To include inactive and satisfied judgments in your search results, select the checkbox for Include Inactive and Satisfied Include Inactive and Satisfied Judgments: Select Judgments. this option to include inactive and satisfied judgments 4. Click Search or press Enter. in your search results. The default is to include only active judgments.

Court Calendar Searches Examples To search by Attorney Name: 1. From the Search By drop-down menu, select Search By: Attorney Attorney. 2. Select the **Name** radio button (default). Attorney Information: Last Name First Name Middle Name If you do not want to use Soundex, deselect the Use Soundex checkbox. Type in the required information. Last and First Name fields are required. The Middle Name field is + On or Before On or After Date Range: (e.g. 11/12/1955 7/2/2007 7/2/2007 optional. In the Date Range section, type a date in the On or After and in the On or Before fields to search for hearings in a date range other than today's date. You must type a date in both fields. Note: If you do not type dates in these fields, the default is today's date. Click Search or press Enter. To search by Attorney Bar Number: 1. From the Search By drop-down menu, select Search By: Attorney Attorney. 2. Select the Bar Number radio button. Attorney Information: Name Bar Number 3. In the Bar Number field, type the attorney's bar 1234567 number, omitting the leading zeros. 7. In the Date Range section, type a date in the On or On or After On or Before After and in the On or Before fields to search for and 7/2/2007 Date Range: 7/2/2007 hearings in a date range other than today's date. (e.g. 11/12/1955) You must type a date in both fields. **Note:** If you do not type dates in these fields, the default is today's date. Click Search or press Enter. To search by Case Number (default): 1. From the Search By drop-down menu, select **Case**. Search By: Case In the Case Number field, type the case number. You may omit the dashes. Case: Case Number: 10F002012345 In the Date Range section, type a date in the On or After and in the On or Before fields to search for hearings in a date range other than today's date. On or After On or Before and 7/2/2007 Date Range: 7/2/2007 You must type a date in both fields. Note: If you do not type dates in these fields, the default is today's date. 4. Click Search or press Enter. To search by Judicial Officer: 1. From the Search By drop-down menu, select Judicial Officer. From the Judicial Officer drop-down menu, select an Search By: Judicial Officer ~ officer. Judicial Officer: Aagaard, Oriette From the Case Category options, deselect the ones Case Category: ✓ Family Criminal Probate and Mental Health for which you do not want to search. Note: By default, all case category options are selected. In the Date Range section, type a date in the On or Date Range: 7/2/2007 and 7/2/2007 After and in the On or Before fields to search for hearings in a date range other than today's date. You must type a date in both fields. Note: If you do not type dates in these fields, the default is today's date.

Click **Search** or press **Enter**.

To search by Party or Defendant Name:

- From the Search By drop-down menu, select Party or Defendant Name.
- Select the Name radio button (default).
- If you do not want to use Soundex, deselect the Use Soundex checkbox.
- Type in the required information. Last and First Name fields are required. The Middle Name field is optional.
- In the Date Range section, type a date in the On or After and in the On or Before fields to search for hearings in a date range other than today's date. You must type a date in both fields.

Note: If you do not type dates in these fields, the default is today's date.

6. Click Search or press Enter.

To search by Party or Defendant Business Name:

- From the Search By drop-down menu, select Party or Defendant Name.
- 2. Select the Business Name radio button.
- If you do not want to use Soundex, deselect the Use Soundex checkbox.
- In the business name field, type the entire Business Name or use the wildcard search as described on Page 5.
- In the Date Range section, type a date in the On or After and in the On or Before fields to search for hearings in a date range other than today's date. You must type a date in both fields.

Note: If you do not type dates in these fields, the default is today's date.

6. Click Search or press Enter.





Interpreting Search Results

- Overview
- Search Results Scenarios
 - o If no publicly-accessible records are found
 - If records are found
 - o If too many records are found
- Information Displayed in the Search Results
 - o Displayed Case's Register of Actions
 - Displayed Case's Judgment
 - o Displayed Court Calendar Results

Overview

Note: The information available on MPA Courthouse is provided as a service and is not considered an official court record. The Minnesota Judicial Branch does not certify MPA Courthouse records or search results, and is not responsible for any errors or omissions in the data found on MPA Courthouse. Certified civil judgment search results may be obtained from court administration. If you see any **errors** on MPA Courthouse, please notify the court clerk of the corresponding district court.

Search Results Tips	
To Print current screen	Use one of the following options: Click the right mouse button and select "Print" Simultaneously press the Ctrl + Tab + P keys Simultaneously press the Ctrl + P keys
	Note: Not all of these options may work on your computer.
To go Back	Use one of the following options: Click the right mouse button and select "Back" Press the Backspace key Click Back on the black toolbar Click the browser's Back button Note: Not all of these options may work on your computer.

Search Results Scenarios

If no publicly-accessible records are found

If no publicly-accessible records are found, the Search Results screen will appear indicating that no cases, judgments, or calendars matched your search criteria.

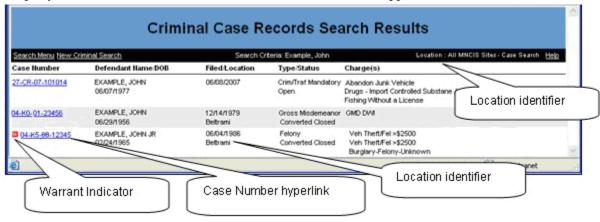
- To return to the Search Menu screen, on the black bar, click the **Search Menu** hyperlink.
- To perform another search of the same type, on the black bar, click New [type of] Search hyperlink. For example, click New Criminal Search.



If records are found

If records are found matching your search criteria, the Search Results screen will appear displaying a list of case numbers and general case information. Use the information to verify that the case listed satisfies your search.

- To return to the Search Menu screen, on the black bar, click the **Search Menu** hyperlink.
- To perform another search of the same type, on the black bar, click New [type of] Search hyperlink. For example, click New Criminal Search.
- If a party on the case has a warrant, a warrant indicator icon will appear in front of the case number.



Note:

Be attentive to the Location of your search results, especially for searches performed against a multiphysical location county, multi-department county, or when using the "All MNCIS Sites - Case Search" option. The Location identifier appears in two specific places on the Search Results page: On the black menu bar at the top of the page and on each case in the "Filed/Location" or the "Case No./Location Entered/Docketed" column. In the example above, the user has performed a Criminal Case Search using "All MNCIS Sites - Case Search" as the location.

If too many records are found

If too many records are found matching your search criteria, the screen shown below will appear displaying a list of the first 200 matches, general case information, and a message stating "Too many results to display. First 200 matches listed below." It is important to note that you are not viewing the entire list.

■ To perform another search of the same type and to narrow your search criteria, on the black bar, click **New [type of] Search** hyperlink. For example, click **New Criminal Search**.



Information Displayed in the Search Results

Note: The information displayed on the Search Results page varies depending on the type of search performed. See the table below for more information.

Search Result Information Displayed

Criminal Case Records search results: Case number, defendant name and date of birth, filing date and location, type and status of the case, and charge(s).

Civil, Family & Probate Case Records search results: Case number, style (case title), filing date and location, type and status of the case.

Judgments search results: Case number and location, judgment entry and docketed dates, debtor(s) and creditor(s) name, and may display other judgment details including the original dollar amount, principal amount, status and type.

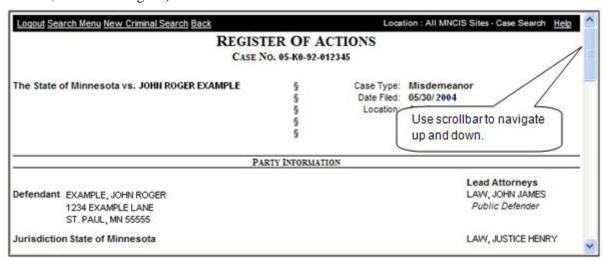
Court Calendar search results: Case number and type, date and time, defendant name, plaintiff name, hearing type, judicial officer name, and physical location.

- To return to the Search Menu screen, on the black bar, click the **Search Menu** hyperlink.
- To perform another search of the same type, on the black bar, click **New [type of] Search** hyperlink. For example, click **New Criminal Search**.
- To view the entire page, use the scrollbar on the right-hand side to navigate up and down.

Displayed Case's Register of Actions

The Register of Actions only appears if you have performed a Criminal Case Records search; a Civil, Family & Probate Case Records search; or a Court Calendar search. It does not appear if you have performed a Judgment search.

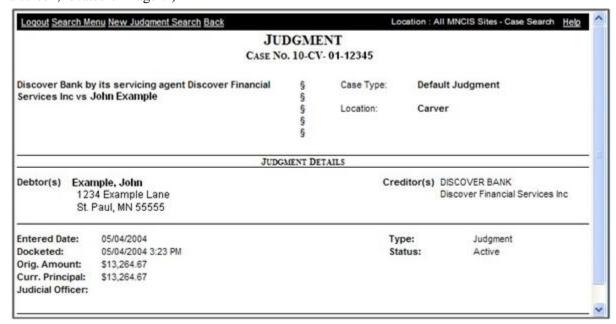
- To display the Register of Actions for the case, click the hyperlink for the case number.
- To view the entire Register of Actions, use the scrollbar on the right-hand side to navigate up and down.
- To return to Search Results page, navigate back a screen. (See the "Navigation Tips" for going back a screen, located on Page 7.)



Displayed Case's Judgment

The Judgment information only appears if you have performed a Judgment search.

- To display the Judgment for the case, click the hyperlink for the case number.
- To view the entire Judgment, use the scrollbar on the right-hand side to navigate up and down.
- To return to Search Results page, navigate back a screen. (See the "Navigation Tips" for going back a screen, located on Page 7.)



Displayed Court Calendar Results

The Court Calendar information only appears if you have performed Court Calendar search.

- Once your search results appear, you have options for sorting. From the Sort By drop-down menu, select an option:
 - Case Number
 - Date and Time
 - o Defendant Name
 - Hearing Type
 - o Judicial Officer Name
 - Plaintiff Name

Note: The example below is sorted by Case Number.

- To view the entire page of results, use the scrollbar on the right-hand side to navigate up and down.
- To display the Register of Actions for the desired case, follow the instructions in "Displayed Case's Register of Actions", located on Page 16.



Logging Out

To logout of MPA Courthouse, follow one of the methods below.

Method One:

1. Close the browser.

Method Two:

- 1. Click the **Logout** hyperlink located on the black bar on the left-hand side of the menu bar. The Sign On screen appears.
- 2. Close the browser.